Water Meter Installation

for Builders, Contractors and Developers in the City of Goodyear



- · Paying for your permit initiates the process
- Pay for your permit(s) in person at the City of Goodyear Building Safety Division located at Venida Business Park, 195 N. 145th Ave., Building D (south of Van Buren Street).
- forwarded to the Finance Department.
- Finance, the information is entered into the computer system, generating a service order for the meter installation.
- This process will take seven business days. Do not submit a Water Meter Installation Request Form before seven business days have elapsed. The form will be rejected if no service order has been generated by the City of Goodyear Finance Department.

Once the permit is paid, how do I request a meter installation?

Once the contractor determines the need for a meter installation, the builder must complete an official Water Meter Installation Request Form. Forms can be submitted online at www.goodyearaz.gov/forms.asp?fid=143 (or go to www.goodyearaz.gov and click on Forms & Applications). Forms can also be downloaded from the website or picked up at Building Safety. Completed paper forms should be faxed to 623-932-2171.

Upon receiving the request, the information is entered into a computer tracking program. The program is checked to see if a service order has been issued by the Finance Department for the installation.

A water meter will not be installed unless a permit is issued and receipted by the Building Safety Division and a service order (S.O.) has been generated by the Finance Department. Please allow seven business days for meter installation after the request is received.

Can my water meter be located in the driveway?

Meter boxes are not allowed in driveways. A service may be relocated up to 10 feet by a licensed contractor and inspected by the City of Goodyear. Relocation further than 10 feet requires the old service be severed and a new service be installed by a licensed contractor. All costs associated with relocating a service will be at the owner's expense.

What are the water meter installation requirements?

When a request is received for installation of a water meter, the meter will only be installed if:

- · The curb and gutter is installed.
- · The lot number and address is clearly posted in front of the meter box.
- The meter box is visible and free of any obstruction.
- The meter box is at the proper grade.
- The meter box and lid are installed in accordance with the City of Goodyear approved materials list.
- The correct meter box is used for the size of the meter.
- The meter box and meter box lid are free
- · The service line and its connections are free of leaks or damage.
- · The meter box and service line are free of soil or materials that prohibit typical installation.
- · All bacteriological tests and a valid Approval to Construct Letter have been received by the Engineering Inspector.

If the meter was not installed due to any of the above items, a pink flag will be placed in the front yard with a description of the problem(s) to be fixed and notification will be made.

It is the responsibility of the contractor to correct the problem and re-notify the Water Distribution Division at 623-932-3010 or by fax at 623-932-2171.

If the developer incorrectly notifies the Water Distribution Division that corrective actions have been made, a miscellaneous field charge will be added to the first utility bill.

What do I do if my meter is damaged after installation?

After the meter is installed, if any damages occur for any reason, the contractor will be held liable. If the Water Distribution Division is required to make or devote any resources for repairs, the developer will be back-charged for all associated costs needed to make the repairs. These charges will be included on their monthly utility bill. Failure to make necessary repairs or pay back-charges will result in a delay of any new water meter installations for that developer.

What happens if my meter is damaged or missing?

If you have a damaged, missing or stolen meter, you should complete the following steps: The contractor reports the damaged/missing/ stolen meter to the City of Goodyear Water Distribution Division by phone at 623-932-3010 or fax to 623-932-2171. The address and lot number must be included in the notice, in addition to the contractor's mailing address and current contact details.

The Water Distribution Division will then generate a service order to replace the damaged/missing/stolen meter. All replacement costs for the meter, including labor and materials, will be added to the developer's monthly utility bill. The contractor may file a police report on the damaged/missing/stolen meter for their own records.

What if my lot has no water service or is the wrong size?

It is the property owner's responsibility to ensure the lot has a water service and it is the correct size. If a service is not present or not the correct size, the property owner, at their expense, must hire a licensed underground contractor to install or replace the service. All appropriate permits and fees must be paid and obtained through the City of Goodyear prior to service installation.

If the water service is too large for the site, a reducer may be installed by the Water Distribution Division. Service line reductions are only allowed for: I-I/2" and 2" services which can be reduced to accept a 1" water meter. A I" service can be reduced to accept a 3/4" water meter. No others are acceptable. If a reducer is installed, the charge for the fitting will be added to the first utility bill.

How do I transfer an account to the buyer?

Prior to transferring an account from the developer's name to the new buyer, the meter, reading device, box, lid, and service, must be at proper grade, free of any damage or leaks, and free from any debris in the meter box.

The account will not be transferred until the items listed above are corrected by the contractor. The contractor must contact the City of Goodyear Water Distribution Division at 623-932-3010 when the repairs have been completed. Repairs made by the Water Distribution Division will be charged to the final water bill.

City of Goodyear **Public Works Department**

Water Distribution Division

4980 S. 157th Ave. Goodyear, Arizona 85338 Phone: 623-932-3010 Fax: 623-932-2171 www.goodyearaz.gov

Building Safety Division (Permits) Phone: 623-932-3004 Fax: 623-932-3027

Finance Department (Account Set-Up) Phone: 623-932-3015 Fax: 623-932-3003

Meter Install Requests Fax: 623-932-2171 www.goodyearaz.gov/ forms.asp?fid=143

Engineering Department Phone: 623-882-3110 Fax: 623-882-7979



What is the permit payment process?

- to receive your water meter.
- When the permit has been paid, a copy is
- · Once the permit copy has been received by